

SECRET

OFFICE OF TRAINING

NOTICE
NO. 26-59

5 November 1959

SUBJECT : Competitive Promotions

REFERENCE : CIA Notice [REDACTED]

RESCISSION: This notice supersedes the 13 August 1958 memorandum, "Competitive Promotion Procedures"

1. The Training Career Service will competitively rank Training Careerists for promotion purposes on an annual basis as follows:

| <u>Grade Levels</u> | <u>Months</u> | <u>Ranked By</u> |
|---------------------|---------------|--------------------------|
| GS-09 and 10 | Jan. | OTR Promotion Panel |
| GS-11 | Mar. | OTR Promotion Panel |
| GS-12 | April | OTR Career Service Board |
| GS-13 | June | OTR Career Service Board |
| GS-14 | Sept. | OTR Career Service Board |

2. Training careerists in grades GS-08 and below will continue to be competitively evaluated and ranked by the OTR Promotion Panel. Recommendations at these levels may be submitted at any time and will be considered at the next monthly meeting.

3. Jr. Officer Trainees will continue to be competitively evaluated for promotions under established JOT Promotion Panel procedures.

4. The competitive rankings will be made at the regularly scheduled promotion meetings for the months indicated above, and Board and Panel members may, at their convenience, review personnel records in the OTR Personnel Branch. Specific promotion recommendations will be considered by the Board or Panel during the appropriate ranking meetings. Promotion actions may be initiated immediately following the Board meetings, or may be deferred for further review and later action, at the discretion of the Chairman, Training Career Service Board.

5. Submission of promotion requests on non-Training careerists assigned to the Office of Training will conform to procedures and practices of the career service concerned. Inquiries on the procedures and practices of other career services should be directed to the OTR Personnel Branch.

[REDACTED]
MATTHEW BAIRD

Director of Training

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Distribution:
All OTR Employees

This document is part of an integrated file. If separated from the file it must be submitted to individual systematic review.

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